

These announcements for the most recent testing cycle for Firefighter/EMT and Communications Specialist provide a general overview process for establishing an eligibility list



## CITY OF WINCHESTER, VIRGINIA

Administration Department  
15 North Cameron Street  
Winchester, VA 22601  
540-667-1815  
TDD 540-722-0782  
FAX 540-722-3618  
[www.ci.winchester.va.us](http://www.ci.winchester.va.us)

May 5, 2003

Dear Firefighter/EMT Applicant:

The City of Winchester is in the process of establishing a new eligibility list from which to fill Fire and Rescue Department full-time and part-time vacancies.

The physical agility and written tests will be administered on WEDNESDAY, MAY 14, 2003. Interested applicants should report to the ***Daniel Morgan Middle School Track at 8:30 a.m. promptly*** for instructions. Please come dressed in exercise gear to take the physical agility test. Also, bring turn-out gear if available. The physical agility and written tests can take up to 6 hours to complete so plan your day accordingly.

To be considered for a Firefighter/EMT position, applicants must have: a valid Virginia driver's permit or ability to obtain same and safe driving record; high school diploma or the equivalent; be at least 18 years of age; excellent physical condition with weight proportionate to height; vision 20/20 corrected; and, be a non-smoker. In addition, each applicant must successfully pass a comprehensive physical agility test. Those that pass will be scheduled to take the written exam later the same day.

Enclosed is a Criminal History Record Request form. In order to be considered, an applicant must provide official results from the "Combination Criminal History/Sex Offender Registry". There is a \$20.00 fee to the candidate for this search. The final steps are to select the applicants for an oral interview, background investigation, polygraph examination, psychological evaluation and complete medical exam. A selection will be made on the total process. An applicant who accepts a job offer will be refunded the \$20.00 Criminal History Record Request fee.

Starting pay for a full-time Firefighter/EMT is \$31,016. The City offers an excellent fringe benefit package including: a full cafeteria benefits plan which features health, dental, vision, cancer, short-term disability, and pre-paid legal insurances, retirement and life insurance and sick, vacation and holiday leave. These employer-provided benefits total more than \$10,800 bringing total annual compensation to almost \$42,000.

Starting pay for a part-time Firefighter/EMT during the initial training period is \$8.50/hour. Following successful completion of the training orientation, pay for a part-time Firefighter/EMT is \$11.47/hour for Basic Life Support certification with specified firefighter criteria; Advanced Life Support certification with specified firefighter criteria is \$13.94/hour.

Thank you for your interest in employment with the City of Winchester. **Please register for the test by calling the Administration Department at (540) 667-1815 ext. 454.**

Sincerely,

Anne Lewis  
Human Resources Manager

***"Providing quality services to our citizens in a cost-effective, efficient and courteous manner, while anticipating the future needs of our community."***



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May 5, 2003

Dear Communications Specialist Applicant:

The City of Winchester is in the process of establishing an eligibility list from which to fill Communications Specialist full and part-time vacancies. The written and typing tests will be administered on *Monday, May 5<sup>th</sup> at 8:30 a.m.* in the 4<sup>th</sup> Floor Exhibit Hall of Rouss City Hall. *You must call (540) 667-1815 ext. 454 to register for the test.*

To be considered for a Communications Specialist position, applicants must have: no criminal background; a high school diploma or the equivalent; some typing experience; and be a non-smoker with the ability to effectively deal with the public. In addition, each applicant must successfully pass written and timed typing test. Your name will then be placed on an eligibility list for upcoming vacancies.

Enclosed is a Criminal History Record Request form. In order to be considered, an applicant must provide official results from the "Combination Criminal History/Sex Offender Registry". There is a \$20.00 fee to the candidate for this search. The final steps are to select the applicants for an oral interview, background investigation, polygraph examination, psychological evaluation and complete medical exam. A selection will be made on the total process. An applicant who accepts a job offer will be refunded the \$20.00 Criminal History Record Request fee.

Starting pay for a Communications Specialist is \$11.89/hr. The City offers an excellent benefit package including: a full cafeteria benefits plan which features health, dental, vision, cancer, short-term disability, and pre-paid legal insurances, retirement and life insurance and sick, vacation and holiday leave. These employer-provided benefits total more than \$8,600 bringing total annual compensation to more than \$33,000. In addition, the City provides a career development program which offers the Communications Specialist the opportunity for advancement based on length of service and certification.

Thank you for your interest in employment with the City of Winchester. We look forward to seeing you on May 5<sup>th</sup>.

Sincerely,

Anne Lewis  
Human Resources Manager

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